



VITA Physical IT Asset Inventory System Instructions and Data Definitions:

Data Definitions

The File Layout Specifications are organized into two sections:

- Hardware Assets (Servers, Firewalls, Shared Enterprise Devices, PCs, Peripherals and Network Equipment).
- Software Assets (each Software package that is installed on a Server/Mainframe, PC or other Hardware Asset - does not include Operating System software).

Hardware

The Hardware Section is used to collect all Servers, Firewalls, Shared Enterprise Devices, PCs, Peripherals and Network Equipment information. Operating System Software is captured as part of the Hardware data in the Hardware section.

Software

The Software section is used to collect all Server/Mainframe and PC Software Packages, except for the Operating System Software. Operating System Software is captured as part of the Hardware data in the Hardware section; do not enter Operating System Software here.



Hardware

- The Table below displays the field names, definitions and valid values for the data elements displayed on the Hardware Assets Tab.
- Required fields are noted with a “Y” in the “Req?” column.
- Fields which contain an “X, See Notes” in the “Req?” column are conditional fields. Based upon certain criteria those fields will be required.
- Please see the Notes which are listed in the corresponding “Valid Values/Business Rules” column.

Field Name	Definition	Req?	Rules/Valid Values
Agency Number	The official number of your Agency.	Y	
Asset Category	Each IT Asset falls into an Asset Category. All existing assets have been assigned an Asset Category by VITA.	Y	<p>Network Equipment – Data (examples of assets which fall into this category are Hubs, Routers, Switches, etc.).</p> <p>Network Equipment – Voice (examples of assets which fall into this category are Key System, Video Conference Equip, PBX, ACD, etc.).</p> <p>PC – Laptop (all laptops fall into this category).</p> <p>PC – Desktop (all desktops fall into this category).</p> <p>PC – Handheld (examples of assets which fall into this category are Blackberries, Palms, etc.).</p> <p>Server (all Servers fall into this category; does not include firewalls).</p> <p>Firewall (all Firewalls fall into this category).</p> <p>Enterprise Device (all assets used in a high production environment with multiple users, such as Plotters, High Capacity Printers, Tape Backup Silos, etc. fall into this category).</p> <p>Peripheral (non-shared devices).</p> <p>Shared LAN Device (small workgroup printers, scanners, etc. fall into this category).</p>



Field Name	Definition	Req?	Rules/Valid Values
Equip Type	The type of equipment.	Y	Examples of equipment type include Server, Mainframe, Printer, Plotter, Hub, Router, UPS, Laptop, Desktop, kiosk, etc.
Service Name	This is only valid for assets which fall into the Asset Category of Network Equipment – Data.	N	Examples of Service Names are Ethernet 1Gb, Ethernet 100Mb, Dial-Up 56k, etc. This field is optional.
Serial Number	The Serial Number is located on the piece of equipment. Include serial numbers for each piece of equipment.	X, See Rules	For Desktops, the Serial Number of the CPU should be utilized. This field is optional for Peripherals. RULE: This is a required field if Asset Category is equal to “Server”, “PC – Laptop” or “PC – Desktop”.
Manufacturer	The company that manufactured the equipment.	Y	Examples of Manufacturer are Dell, Gateway, Motorola, Hewlett-Packard, etc.
Model Number	The model name and/or number of the equipment.	Y	Examples of model numbers are PowerEdge 2600, LaserJet 4050TN, Inspiron 7500, etc.
Operating System	The operating system that is installed on the equipment	X, See Rules	Examples of Operating Systems are Unix, Linux, Windows NT, Windows 2000, Windows XP, Netware, Mac, Palm, etc. RULE: This is a required field if Asset Category is equal to “Server”, “PC – Laptop” or “PC – Desktop”.
Annual Operating System Software License Cost	For Servers/Mainframes, enter the annual license cost for the Operating System Software ONLY if NOT included in Server costs.	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: This is a required field IF operating system software license costs are NOT included in Server costs.
VITA Tag Number	Identification number provided by VITA in order to track and manage the asset. If VITA has not yet provided an asset VITA Tag Number, then leave this field blank.	N	Alphanumeric
Agency Tag	Identification number provided by the Agency in	N	Alphanumeric



Field Name	Definition	Req?	Rules/Valid Values
Number	order to track and manage the asset. If the Agency does not use an Agency Tag Number, then leave this field blank.		
Seat Managed?	If the asset is under a seat management contract, enter the value of "Y". If the asset is not under a seat management contract, enter the value of "N".	X, See Rules	Y or N. RULE: This is a required field if Asset Category is equal to "PC – Laptop" or "PC – Desktop".
Vendor/Other Tag Number	If the asset is under a seat management or other vendor management contract, the identification number provided by the vendor in order to track and manage the asset. Leave this field blank if not applicable.	N	Alphanumeric
Is the Asset in Service?	If the asset is currently being used, enter the value of "Y". If the asset is not being used, enter the value of "N".	Y	Y or N
Is the Asset in Good Working Order?	This applies to all Assets (those being used and those not being used). Is the asset considered to be in good condition? Does the asset function properly?	Y	Y or N
Equip Purchase Month	Enter the month in which the equipment was purchased.	X, See Rules	Use the 2 character numeric abbreviation for the month (i.e. 01 for Jan., 02 for Feb, 03 for Mar, etc). RULE: If Equipment was purchased, this is a required field. RULE2: If the equipment was purchased and this field is not populated, the default value will be set to "06".
Equip Purchase Year	Enter the year in which the equipment was purchased.	X, See Rules	Use the 4 character year format (i.e. 1999, 2000, 2001, 2002, etc.). RULE: If Equipment was purchased, this is a required field.



Field Name	Definition	Req?	Rules/Valid Values
Equip Purchase Cost	Enter the price that was paid for each piece of equipment at time of purchase. If the equipment was purchased under a lease and the equipment is owned by the Agency, enter the total purchase cost of the equipment at time of purchase.	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: If Equipment was purchased, this is a required field.
Do You Own this Asset?	If the asset is owned by the Agency, then enter a “Y”. In addition to an outright purchase, other examples of ownership include purchases made through MELP or capital leases. If the asset is not owned by the Agency, then enter a “N”. Examples of assets not owned are those obtained through an Operating Lease such as Seat Management.	Y	Y or N
Operating Lease Start Date	Enter the date in which the operating lease started.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If Equipment was obtained under an Operating Lease, this is a required field.
Operating Lease End Date	Enter the date in which the operating lease is scheduled to end..	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If Equipment was obtained under an Operating Lease, this is a required field.
Annual Operating Lease Cost	Enter annual amount paid for this lease.	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: If Equipment was obtained under an Operating Lease, this is a required field.
Owned Assets - Total Monthly Outstanding	Enter the total monthly amount paid for outstanding obligations for a leased,	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: If the equipment is owned and



Field Name	Definition	Req?	Rules/Valid Values
Obligations	owned asset (include interest).		there are outstanding debt obligations, this is a required field.
Owned Asset Lease Start Date	Enter the date in which the lease started.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the equipment is owned and there are outstanding debt obligations, this is a required field.
Owned Asset Lease End Date	Enter the date in which the lease is scheduled to end.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the equipment is owned and there are outstanding debt obligations, this is a required field.
Is Asset Federally Funded?	If the asset is federally funded, enter the value of "Y". If the asset is not federally funded, enter the value of "N".	Y	Y or N
Federal Funding Payment Requirements	If the grant does not have to be paid, enter the value of "None". If the grant has to be repaid in a single, lump sum, enter the value of "Single". If the grant has to be repaid in multiple payments, enter the value "Monthly".	X, See Rules	None, Single, Monthly RULE: If the asset is Federally Funded, this is a required field.
Vendor Name	Enter the name of the vendor that the equipment was purchased or leased through.	N	
Annual Hardware Maint. Cost	Enter the annual cost paid for hardware maintenance for the equipment.	Y	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034).
Hardware Maint Renewal Date	Enter the date that the Hardware Maintenance Contract is up for renewal.	N	Use mm/dd/yyyy format (i.e. 11/15/2004).
Hardware Maint Vendor Name	Enter the name of the vendor that supports the Hardware Maintenance contract for the asset.	N	
District Name	The District Name is only displayed for the Agencies	N	Districts were added to the Asset Portfolio system as a request by



Field Name	Definition	Req?	Rules/Valid Values
	who created Districts and assigned Locations to the Districts in Asset Portfolio. This is not a required field.		agencies in order to categorize assets by region. This is not a required field.
Building Name	The building name (such as Monroe, Washington, Plaza, 9th Street Office) associated with a location.	N	
Additional Location Information	Enter additional location details such as floor number, room name, etc.	N	
Street Name 1	The street name (UPS not PO Box) associated with the location.	Y	
Street Name 2	Additional address information (such as Suite Number, etc)	N	Optional
City	The name of the city associated with the location	Y	
State	The name of the city associated with the location	Y	
ZipCode	The name of the city associated with the location	Y	
Comments	Enter any additional relevant information.	N	Optional



Software

The Software tab is used to collect all Server/Mainframe and PC Software Packages, except for the Operating System Software. Operating System Software is captured as part of the Hardware data in the Hardware section; **do not enter Operating System Software here**.

- The Table below displays the field names, definitions and valid values for the data elements displayed on the Software Tab.
- Required fields are noted with a “Y” in the “Req?” column.
- Fields which contain an “X, See Notes” in the “Req?” column are conditional fields.
- Based upon certain criteria those fields will be required.
- Please see the Notes which are listed in the corresponding “Valid Values/Business Rules” column.

Field Name	Definition	Req?	Rules/Valid Values
Agency Number	The official number of your Agency.	Y	
Asset Category	Each IT Asset falls into an Asset Category. All existing assets have been assigned a Service Billing Category by VITA.	Y	Valid values are Server Software, PC Software or Other Software.
Software Package Name	The name of the software package.	Y	Examples of Software Package Names are Exchange, Groupwise, SQL Server, Macromedia ColdFusion MX, Microsoft Office, Photoshop, SAP, SMS, Microsoft Project, etc.
Version	The version number/release number of the software package.	N	
Manufacturer	The company that manufactured the software.	Y	Examples of Manufacturer are Microsoft, Oracle, Norton, Apache, etc.
Do You Own this Asset?	If the asset is owned by the Agency, then enter a “Y”. In addition to an outright purchase, other examples of ownership include purchases made through MELP or	Y	Y or N



Field Name	Definition	Req?	Rules/Valid Values
	capital leases. If the asset is not owned by the Agency, then enter a “N”. Examples of assets not owned are those obtained through an Operating Lease such as Seat Management.		
Purchase Month	Enter the month in which the software was purchased.	X, See Rules	Use the 2 character numeric abbreviation for the month (i.e. 01 for Jan., 02 for Feb, 03 for Mar, etc). RULE: If Software was purchased, this is a required field.
Purchase Year	Enter the year in which the software was purchased.	X, See Rules	Use the 4 character year format (i.e. 1999, 2000, 2001, 2002, etc.). RULE: If the software package was purchased, this is a required field.
Purchase Cost	Enter the price that was paid for the software at time of purchase.	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: If the software package was purchased, this is a required field.
Operating Lease Start Date	Enter the date in which the lease started.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the software package is leased, this is a required field.
Operating Lease End Date	Enter the date in which the lease is scheduled to end.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the software package is leased, this is a required field.
Annual Operating Lease Cost	Enter annual amount paid for this lease.	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034) RULE: If the software package is leased, this is a required field.
Owned Assets - Total Monthly Outstanding Obligations	Enter the total monthly amount paid for outstanding obligations for a leased, owned asset (include interest).	X, See Rules	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034). RULE: If the equipment is owned and there are outstanding debt obligations, this is a required field.
Owned Asset Lease Start Date	Enter the date in which the lease started.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the equipment is owned and



Field Name	Definition	Req?	Rules/Valid Values
			there are outstanding debt obligations, this is a required field.
Owned Asset Lease End Date	Enter the date in which the lease is scheduled to end.	X, See Rules	Use mm/dd/yyyy format (i.e. 11/15/2004). RULE: If the equipment is owned and there are outstanding debt obligations, this is a required field.
Total Annual Maintenance Cost	Enter the annual cost paid for maintenance for the software.	Y	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034)
Annual License Cost	Enter the annual license cost for the software.	Y	Use whole dollars (i.e., if cost was \$2,033.78, then enter 2,034).
License Type	Enter the type of license.	Y	Valid values are Per Server, Per CPU, Per Enterprise, Per Seat, Concurrent Users, Client Access License, Per Site, Other
Number of License Type Units	The number of license type units purchased or leased.	Y	For example, if license type is Concurrent Users, enter the number of Concurrent users covered, if the license type is Per Servers, enter the number of Servers covered by the purchase, etc.
Number of License Type Units Used	The number of license type units in use.	Y	For example, if license type is Concurrent Users, enter the number of Concurrent users covered, if the license type is Per Servers, enter the number of Servers covered by the purchase, etc.
Number of Servers, PCs or Other Hardware Deployed To	Enter the number of servers, PCs or other hardware on which this software package has been deployed.	Y	For example, if the Software has been deployed to 5 servers, enter the number 5.
Vendor Name	Enter the name of the vendor the software was purchased through.	N	
Comments	Enter any additional information relevant to the software package.	N	



1.1 Appendix – B – Screen flow Diagram:

